

Minutes
BUF Board of Trustees Monthly Meeting
November 29th, 2016 (rescheduled from November 24th, 2016)

Minutes by Secretary Kara Black

Attending: Frank McDonald, Shasta Pettijohn, Kara Black, Anastacia Lundholm, Kaitlin Davis, Dick Kasper, Paul Beckel

Also attending: Tammy Jo Meyer

Board Members not attending: Andrew Hovenden, Ro Donelson, Beth Nyblade

Opening-Anastacia 7:07pm

Check ins

October 2016 minutes approved by e-mail

No Treasurer's Report—not ready yet

Minister's Report handed out (attached) and highlights shared by Paul. **One highlight of special note:** Board-Staff retreat is set for Sunday February 26th, 1 pm to 5 pm (potluck 12:30-1 pm). Site TBD.

Admin Team's Report handed out (attached) and highlights shared by Tammy Jo and Paul. Anastacia requests that when it is available, the updated chart 4a reporting calendar supplement be made available to the Board. Anastacia requests any supplementary information be provided by the Admin Team to the Board regarding the Pastoral Care structure and function—reference Anastacia's e-mail of questions copied to the Board of 11/4/16.

Discussed the new charter process for all BUF groups. Discussed question of Committees of the Board and where/whether they would fall in the charter process and Leadership Council.

Secretary (Kara) will ask Barbara E-Q to inform the Board about the current process for exit interviews for all staff who leave and giving reports to the Board.

Andrew will be Secretary at the Congregational meeting on 12/11/16. Andrew will also prepare the ballots. Anastacia will preside. Frank and Shasta and Andrew will distribute ballots. Collecting ballot volunteer needed. Counting, tallying and observing volunteers needed.

Proposal on Mortgage Refinance:

Mortgage refinance item proposed to be added to Congregational Meeting on 12/11/16. We will send out electronic and mail notice by tomorrow with two items to add to the 12/11 meeting:

- 1) A waiver of the notification rules for item #2 below, asking for shorter notice (with rationale)
- 2) Approval of upcoming refinancing of our mortgage (with as much detail as we have)—with authority given to Treasurer and Board President to sign refinance documents.

Kaitlin moves this proposal, Dick seconds, unanimously approved

Anastacia will write the notice and Tammy Jo will send out tonight/tomorrow.

Dick, Frank and maybe Shasta, will be present to do "Talk to a Board Member" this Sunday at coffee hour. Anastacia will also be there to answer questions at the NAC table.

Next meeting date TBD, Anastacia will survey Board for availability in December.

Meeting adjourned at 9:03 pm

Minutes approved by e-mail by Frank McDonald, Shasta Pettijohn, Kara Black, Anastacia Lundholm, Kaitlin Davis

Addendum requested by Board Chair as of 12/1/16: The next Board meeting will be on Dec 29th, 2016